



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

March 25, 2009

TO: All Local Educational Agencies (LEAs):
School Districts
Charter Schools
Institutions of Higher Learning
Community Based Organizations

FROM: Arizona Department of Education (ADE), Grants Management
Sarah (Jeongwha) Lors, Director of the Grants Management Office

SUBJECT: **I. Grants Management System down from 03/27/09 – 03/31/09**
II. Extending Amendment Deadline until April 7, 2009

I. 03/27/2009 (Friday) – 03/31/2009(Tuesday) : Grants Management System Down Notification

The Grants Management Enterprise website will be offline for 5 days (03/27/2009 – 03/31/2009) for the critical system updates/ maintenances. The system will be back online on 04/01/2009 (Wednesday).

II. Extension of Amendment Deadline until April 7, 2009

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2009 must do so by April 2, 2009. Due to the critical system maintenance during 03/27/2009 through 03/31/2009, we are extending amendment deadline until April 7, 2009.

The Grants Management System will allow LEAs to submit the amendment until April 7, 2009 with a project end date 06/30/2009. However, please consult with each ADE program area if specific program area has given a specific amendment deadline.

Amendments must be submitted online at www.ade.az.gov/GME and any LEAs needing assistance with submissions can contact the Grants Management Office by phone or e-mail. Grant-specific questions should be directed to the program office responsible for administering the particular grant. All contact information can be located on the Grants Management [Contacts](#) webpage.

ADE Grants Management Office
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